

CONTRACT BUDGET BREAKDOWN

PERSONNEL

- Salaries for permanent personnel
- Salaries for temporary personnel

FRINGE BENEFITS

- Fringe benefits paid for permanent personnel such as health insurance, life insurance, retirement or other benefits

TRAVEL

- Lodging not to exceed rate based on State Travel Rules (currently \$79.00 per night + tax, in-state)
- Per Diem not to exceed rate based on State Travel Rules (currently \$26.00 per day in-state; \$32.00 per day out of state)
- Mileage not to exceed rate based on State Travel Rules (currently \$0.28 per mile)

EQUIPMENT

- Equipment that will be used long-term (more than 12 months)
 - *office equipment*
 - *testing/engineering equipment*
 - *agricultural equipment*
 - *camera equipment*
 - *personal computer, including software programs*
 - *reference books purchased for educational or library purposes*

SUPPLIES

- Expendable commodities which are consumed within a relatively short period of time
 - *stationary/office supplies*
 - *educational supplies*
 - *camera supplies*
 - *lumber and building supplies*
 - *copies supplies and paper*
 - *drafting and engineering supplies*
 - *research and testing supplies*
 - *repair parts and supplies*
 - *small tools and implements*
 - *fencing/posts*
 - *signs/posts*
 - *safety supplies*

CONTRACTUAL

- Cost share
- Subcontract agreements (laboratory services, watershed coordination services, etc.)

OTHER

- Postage
- Local and long distance telephone, cell phone charges, beepers
- Service not otherwise classified
- Advertising
- Printing and binding
- Rental fees
- Training/workshops fees
- Film processing costs

This is not a complete 319 grant project budget line item list. Please contact your Project Manager for any expenditures not listed here.

6/26/01